

[Date]

Request for Proposals
Tree Inventory, Tree Inventory Software, and Management Plan
[Department]
[City], NC

Issuing Agency: [City
Address
City, NC ZIP]

All Inquiries: [Appropriate Person
Email address
Phone number]

Submittal Deadline: [Date]
Attention: [Appropriate person
Department
Address
City, NC ZIP]

Project Description

The [City/Town of ____] is seeking proposals from qualified companies with experience in street tree inventory data collection and urban forest management plan preparation to procure a Street and Public Property Tree Inventory, a web based Tree Inventory Data Management Software System, and an Urban Forest Management Plan.

General

The [City/Town of ____] currently has no tree inventory and desires to inventory and assess public trees within City/Town to inform both short and long-term resource allocation and management strategies. Proposals must include the performance of a computerized and complete street tree inventory, installation of tree management software and development of an urban forest management plan. Comprehensive training on use of all the software shall also be provided.

Project Location

The planning area includes the street rights-of-way, street tree easements, parks, public facilities grounds, and other public property within the [City/Town of ____]. Maps showing the location of work to be done will be provided to the Contractor before work begins.

Timing

All work shall be performed between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless prior approval is given. No work is to be done on [City/Town] holidays without prior approval.

All work is to be completed by [Date].

Discontinuance of Work

The [**Appropriate City Staff**] shall have the authority to suspend the work, wholly or in part by written order for such period as the [**Appropriate City Staff**] may deem necessary due to unsuitable weather, or due to failure on the part of the Contractor to carry out orders given or to comply with any provisions of the contract documents. Any practice obviously hazardous, as determined by the [**Appropriate City Staff**] or his/her representative, shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice.

Scope of Work

Street Tree Inventory: Conduct a street tree inventory in selected street rights-of-way, street tree easements, parks, public facilities grounds, and other public property for approximately [XXXX] trees. Contractor may use a GPS-based data collection system and must provide the data to the [**City/Town**] in Microsoft Excel, Access, or ESRI shapefile formats.

Tree inventory data fields must include, but are not limited to:

- Location – street address, GPS coordinates
- Tree Common Name
- Tree Latin Name
- Trunk Diameter
- Tree Height (Estimated)
- Stems – number of stems
- Condition (Overall) – good, fair, poor, dead
- Observations – general observations warranting recognition
- Primary Maintenance Needed
- Growing Space Type

Urban Forest Management Plan: The contractor will support the [**City/Town**] in developing a comprehensive urban forest management plan. The plan shall be based on inventory data and discuss major trends, such as species composition and tree conditions, as identified in the inventory. Tree characteristics that affect management, such as species diversity, condition, and maintenance requirements, should also be discussed. Provide a multi-year budget and management recommendations. Additional content may include, but are not limited to:

- Trends – species diversity, size distribution, condition, primary maintenance needs, etc.
- Ecosystem Benefits – using the Tree Plotter report or generating report through i-Tree Eco.
- 5 and 10 year strategies for maintenance schedules.
- Annual, 5-year and 10-year budgets for maintenance activities.
- Potential pest and disease management
- General recommendations
- Applicable charts and graphs
- Appendices

Project Pricing

A. GIS Based Street Tree Inventory	
Data Collection Cost per tree	\$
Total Data Collection Cost for 2,000 trees	\$
B. Urban Forest Management Plan Development	
Urban Forest Management Plan Cost	\$

1. Sample Work Product

Provide at least one (1) reference relevant to the professional performance of work for consideration. This work reference should demonstrate the firm's qualifications to perform the Scope of Services.

2. Standard Contract

The selected firm shall include in their proposal a copy of their Standard Contract.

3. Terms of Contract

The term of this contract shall be for the period of one year and may be extended for up to one additional year upon written agreement between the [City/Town of ____] and the Contractor.

4. Insurance

Contractor shall file with the [City/Town of ____] evidence of Workman's Compensation, Commercial General Liability, and Business Auto Liability. Limits of insurance shall be as follows: Minimum amounts of \$1,000,000 in employer liability, statutory required amounts in Workman's Compensation, \$1,000,000 Commercial General Liability, and \$500,000 in Business Auto Liability. A certificate of insurance shall be filed with [Appropriate City Staff (Appropriate Title, City/Town of ____)] prior to award of contract. The [City/Town of ____] shall be listed as an additional insured under General Liability and also listed as a certificate holder. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the [City/Town of ____].

5. Indemnification

The Contractor agrees to hold harmless and indemnify the [City/Town of ____] against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor. All policies of insurance carried by the Contractor shall be written as primary policies, not contributing with and not in excess of insurance coverage which the [City/Town of ____] may carry.

9. E-Verify

Contractor shall submit a form verifying their company is in compliance with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

10. Iran Divestment Act

The Contractor shall submit a form stating that their company is not on the Final Divestment List, in accordance with the Iran Divestment Act, before being awarded a contract. The [City/Town] is

prohibited to contract with any company that is on the NC State Treasurer's Final Divestment List.

Proposal Evaluation and Consultant Selection

The [City/Town of ____] Board of Commissioners has established procedures to be followed in selecting professional services. Procedures, as established, are for the purpose of ensuring the Contractor is selected in a fair and uniform manner, that those selected for work are qualified and experienced. Applicants shall demonstrate their qualifications to satisfy the Scope of Services. The company's submittal shall address all aspects of the RFP and clearly express the company's understanding of the [City/Town]'s specific requirements, indicating the company's personnel qualifications to conduct these services in a thorough and efficient manner.

[City/Town of ____] will select from offering firms presenting complete submittals by [time am/pm on date].

Selection will be based on:

- Company qualifications,
- Relevant municipal street tree inventory and management plan experience,
- Relevant certifications and qualifications,
- Demonstration of understanding of the project description, scope of services and work to be performed,
- Schedule and cost estimated for identical tasks in the scope of services,
- Other relevant experience,
- Current or prior work in [City/Town of ____].

Administrative Information

A. Standard Terms and Conditions of Request for Proposals

1. All submittals must be valid for a minimum period of ninety (90) days after the date of the submission.
2. The [City/Town of ____] makes no guarantees to any offering company until such time the [City/Town of ____] approves the contract.
3. The [City/Town of ____] reserves the right to reject any or all proposals and to make the award as deemed in the best interest of the [City/Town of ____].

B. Project Contact

The [City/Town of ____]'s contact for this project is [Appropriate City Staff]. Prospective applicants may make inquiries concerning the Request for Proposals to obtain clarification of the requirements. Direct all inquiries to:

[Appropriate City Staff
Title
Address
City, NC ZIP
Phone number or by email at Email address]

C. Purpose

This RFP provides perspective companies with sufficient information to prepare and submit quotations for consideration by the [City/Town of ____]. To be considered, each offering must demonstrate the ability to complete the scope of services outlined in the RFP.

D. Submittal

The offering shall be submitted to the attention of [Appropriate City Staff] at the [Appropriate Department] by [time am/pm on date]. Electronic copies may be submitted to [Appropriate email address]. The [Appropriate Department] is located at [Appropriate Address]. Late offerings will not be accepted. It is the responsibility of each firm submitting a proposal to ensure that the documents arrive at the [Appropriate Department] by the submittal deadline. The submission must be on the vendor's letterhead. Applicants are encouraged to submit a digital copy of all or part of the proposal for ease of distribution.

E. Response Material Ownership

All materials submitted regarding the RFP become the property of the [City/Town of ____] and will only be returned at the [City/Town]'s option. Responses may be viewed by any person after the final selection has been made. The [City/Town] has the right to use any or all of the material outlined in the Proprietary Information above.

F. Incurring Costs

The [City/Town] is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

G. Acceptance of Scope of Services

The Scope of Services will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

H. Acceptance Time

The [City/Town of ____] intends to make a selection by [Date].

I. Payment for Services

The Vendor agrees to bill the [City/Town of ____] monthly with the required report as tasks are completed and approved and to allow 30 days for payment to be received.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the [City/Town of ____] to consider in terms of any efficiencies, issues, processes, or products.